

**Minutes of Meeting  
INFORMAL FACT-FINDING CONFERENCES  
FEBRUARY 22, 2007**

The Department of Professional and Occupational Regulation convened in Richmond, Virginia, an Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

Amy Chappell, Presiding Officer, presided. No other Board members were present.

Ilona LaPaglia appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Inge Snead & Associates, LTD. and the Summaries or Consent Orders are attached unless no decision was made.

Disc = Disciplinary Case  
Lic = Licensing Application  
RF = Recovery Fund Claim

C = Complainant/Claimant  
A = Applicant  
R = Respondent/Regulant  
W = Witness  
Atty = Attorney  
Inv = Investigator

**Participants**

1. Ann F. Rizk  
File Number 2007-03176  
**(NO DECISION MADE)**

Ann Rizk – A


2. James A. Zeigler  
File Number 2007-03181  
**(NO DECISION MADE)**

James Zeigler – A  
Eric Lee - W

The meeting adjourned at 11:30 AM

Virginia Real Estate Board

  
Schaefer Oglesby, Chairman

  
Jay W. DeBoer, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTEREST ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Amy Chappell  
Title: Presiding Officer  
3. Agency: Real Estate Board
4. Transaction: Informal Fact-Finding Conferences on Feb. 22, 2007
5. Nature of Personal Interest Affected by Transaction: \_\_\_\_\_  
none

6. I declare that:

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

☒ (b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Achappell  
Signature

2/22/07  
Date